

# THE BRITISH CARDIOVASCULAR SOCIETY

## THE RULES

**1 These Rules may be amended from time to time by the Trustees in their sole discretion**

**2 Criteria for Admission to Ordinary Membership**

2.1 Ordinary Members shall be:

2.1.1 Medical or surgical practitioners with a primary interest in cardiovascular disease who are:

2.1.1.1 on the consultant staff of a hospital in the United Kingdom or overseas; or

2.1.1.2 hold a permanent contract in a non-consultant career grade posts; or

2.1.1.3 are medical or surgical practitioners in the post of a locum consultant or locum non-consultant career grade position, if they are registered with the General Medical Council;

2.1.2 Cardiology, paediatric cardiology or cardiac surgery or related discipline Specialist Registrars with a national training number, or its equivalent;

2.1.3 Other trainees in cardiology, paediatric cardiology or cardiac surgery or related disciplines providing that they are members of the BJCA;

2.1.4 Public health physicians or clinical managers responsible for healthcare delivery whose interests are primarily cardiac or cardiovascular;

2.1.5 Established scientists whose primary interest is cardiac or cardiovascular research;

2.1.6 Primary Care physicians whose special interests include cardiology or cardiovascular disease;

2.1.7 Persons who have been Associate Members (Affiliated) for two (2) or more years provided that they are:

- 2.1.7.1 NHS/Private health care employees with a clinical or managerial role in primary, secondary or tertiary care; or
- 2.1.7.2 University employees with cardiovascular research interests/responsibilities;
- 2.1.8 Other applicants at the discretion of the Trustees.

### **3 Ordinary Membership**

- 3.1 An Ordinary Member shall be entitled to:
  - 3.1.1 Full voting rights at the Annual General Meeting.
  - 3.1.2 The right to nominate and vote for Officers of the Society.
  - 3.1.3 The right to stand for an Office of the Society.
  - 3.1.4 Eligibility for Chairmanship and for full membership of Committees, Working Groups and Peer Review groups of the Society.
  - 3.1.5 Inclusion on the mailing list for all Society notices and events.
  - 3.1.6 Concessionary rates determined by the Trustees for attendance at the Annual Scientific Conference.
  - 3.1.7 Exclusive rights to attend Society only educational/training/scientific meetings/conferences.
  - 3.1.8 Eligibility for full access to the Society website.
  - 3.1.9 Free or concessionary access to the meeting rooms of the Society at 9 Fitzroy Square for carrying out BCS work.
  - 3.1.10 Free subscription to *e-Heart* and a reduced subscription to the paper version of *Heart*.
  - 3.1.11 Eligibility to apply for the use of meeting rooms/conference facilities at the Annual Scientific Conference (subject to availability).

### **4 Extraordinary Membership**

- 4.1 Extraordinary Members are persons who were Ordinary Members who have retired from practice or reached the age of 65 and have chosen to no longer be Ordinary Members. Extraordinary Members shall receive all notices of the Society, but shall

not be entitled to attend or vote at the Annual General Meeting, shall not receive a free subscription to *e-Heart* or *Heart* and are not entitled to nominate Officers or Ordinary Members for a seat on the Board of Trustees. Should Extraordinary Members wish to receive *e-Heart* or *Heart*, the fee would be the current concessionary rates determined by the Trustees.

## **5 Associate Membership**

- 5.1 Associate Members (Affiliated) are members of the Affiliated Groups of the Society, who are not Ordinary Members.
- 5.2 Associate Members (Industry) are medically qualified individuals or established scientists with a primary interest in cardiovascular disease employed by commercial organisations (eg. pharmaceutical or device companies).
- 5.3 Associate Members shall receive all relevant notices and communications of the Society, either directly or as specified via their own Affiliated Group.
- 5.4 Associate Members shall not be entitled to attend or vote at the Annual General Meeting, are not entitled to be elected to or to nominate Officers or Ordinary Members for a seat on the Board of Trustees, and are not eligible for Chairmanship or full membership of Society Committees, Working Groups or Peer Review groups.

## **6 Honorary Membership**

- 6.1 Those persons who were appointed as Honorary Members before 26 May 2004, retain their status.
- 6.2 From 26 May 2004, the award, by the Trustees, of Honorary Membership provides a means by which the Society is able to recognise individuals who have made an outstanding contribution to the practice of cardiology, and who are not Ordinary Members.
- 6.3 Candidates for Honorary Membership should be:
  - 6.3.1 Nominated by an Ordinary Member of the Society on the basis of a written citation submitted to the Trustees; or
  - 6.3.2 A cardiologist, cardiac surgeon, clinical scientist or, exceptionally, another who has:

6.3.2.1 made an outstanding and sustained contribution to the biology, pathophysiology, prevention, diagnosis or treatment of diseases of the heart and circulation; and

6.3.2.2 a close association with British cardiology.

6.4 Honorary Membership is for life and entitles the individual to attend the Annual Scientific Conference on the same terms as Ordinary Members and to receive all electronic communications from the Society. Honorary Members are not entitled to free subscription to *e-Heart* or *Heart* or mail-shots and have no voting rights. Should Honorary Members wish to receive *e-Heart* or *Heart*, the fee would be at the rate applicable from time to time for Extraordinary Members.

## **7 International Members**

7.1 International Members are those who fulfil the criteria for Ordinary Membership except that they are practising abroad and do not wish to be considered for Ordinary Membership of the Society.

7.2 Applications for International Membership must be supported by a written citation by a member of their national Cardiology Society or, if none, by a senior practising cardiologist in their country of work. In addition, a statement of intended association with the British Cardiovascular Society is required.

7.3 International Members shall pay a reduced subscription, to be set on an annual basis by the Trustees, and will be entitled to receive a free subscription of *e-Heart* as well as all notices of the Society. Should International Members wish to receive *Heart*, the fee would be the reduced rate applicable from time to time for Extraordinary Members. They will be entitled to a reduced subscription for attending the Annual Scientific Conference. They are not entitled to attend or vote at the Annual General Meeting, and are not entitled to be elected as an Officer or to nominate Officers or Ordinary Members for a seat on the Board of Trustees.

7.4 International Members will receive all electronic communications of the Society.

7.5 International Membership will cease in the circumstances outlined in articles 2.5.1, 2.5.4, 2.5.5 and 2.5.6 of the Articles of Association of the Society.

## **8 Serious Professional Misconduct**

All Members of the Society shall inform the Secretary of any proven instance of serious professional misconduct of any other Member of the Society (of which they may become aware).

## **9 Affiliated Groups/Affiliates**

- 9.1 Any organisation wishing to apply for Affiliated Group status must have:
- 9.1.1 a primary interest in the advancement of knowledge of diseases of the heart and circulation or the practice of cardiovascular medicine/surgery and related disciplines;
  - 9.1.2 a Chairman or President and a governing body (including Officers) elected from its Membership with a defined term of office;
  - 9.1.3 a written constitution, including written criteria for Membership and an appropriate system for electing candidates to its Membership;
  - 9.1.4 a list of Members which is updated annually
  - 9.1.5 a minuted annual general meeting with an agenda circulated to its Members in advance, in compliance with its rules;
  - 9.1.6 annual accounts which have been prepared or scrutinised by an accountant and submitted to the relevant authorities (for most this will be the charity commission).
- 9.2 The headquarters of the Society (presently 9 Fitzroy Square, London) will be available for meetings of the Affiliated Groups and their working groups. The costs incurred (security, out-of-hour's staff costs, food and beverages, etc) must be met by the Affiliated Group.
- 9.3 An Affiliated Group may apply for the use of committee rooms at the Annual Scientific Conference; such facilities will be allocated by the Society if available. Any costs incurred must be met by the Affiliated Group.
- 9.4 Official publications, guidelines and recommendations of the Affiliated Group which are of mutual interest should be made available to the Trustees by request.
- 9.5 An Affiliated Group should demonstrate active engagement in the activities and purposes of the Society including regular attendance of the Chairman or President of the Affiliated Group [or designated Deputy] at meetings of the Society Council.

- 9.6 An Affiliated Group may be administered by the Society if the costs of administration are met by the Affiliated Group or as agreed with the Society.
- 9.7 The Trustees may, at their discretion, disaffiliate an Affiliated Group should that organisation fail to fulfil the criteria within the Rules or else act in any way that would jeopardise the reputation of or be contrary to the purpose of the Society.

## **10 Associated Groups**

- 10.1 These groups do not fulfil the criteria for affiliation but have aims that are consonant with the Society with a primary interest in the advancement of knowledge of diseases of the heart and circulation or the practice of cardiovascular medicine/surgery and related disciplines. Associated groups may be groups with specific areas of cardiovascular interest or groups on a path towards affiliation. Associated group status will be granted at the discretion of the Trustees of the Society.
- 10.2 Criteria for admission of Associated Groups are as follows:
- 10.2.1 The associated group should have a written constitution and a Chairman or President or similar Chief Officer.
- 10.2.2 The group should have a list of Members which is updated annually.
- 10.3 The Trustees may, at their discretion, disassociate an Associated Group should that organisation fail to fulfil the criteria within the Rules or else act in any way that would jeopardise the reputation of or be contrary to the purpose of the Society.
- 10.3.1

## **11 Subscriptions**

- 11.1 Subscription amounts and the dates for their payment may be varied by the Trustees at their discretion, provided that one month's notice of any increase shall be given in writing to Members prior to an amount falling due for payment.
- 11.2 Date of payment: due 1 June each year.
- 11.3 Method of payment: direct debit into the account of the British Cardiovascular Society.
- 11.4 Membership category:

- 11.4.1 *Ordinary Member*: A full subscription will be paid unless a reduced fee is agreed
- 11.4.2 *Extraordinary Member*: no subscription currently payable
- 11.4.3 *Honorary Member*: no subscription currently payable
- 11.4.4 *International Member*: a reduced subscription is payable, at the rate determined from time to time by the Trustees
- 11.4.5 *Associate Member(Affiliate)*: no subscription currently payable  
*Associate Member (Industry)*: A subscription will be paid, at the rate determined from time to time by the Trustees
- 11.5 Those Members who are still in training who are basic scientists or who have made application and set out their special case, at the discretion of the Trustees, may be given a discounted membership rate.
- 11.6 In the event of failed payment, a reminder letter requesting reinstatement of direct debit arrangements or payment by credit card will be sent to the member in question, followed by a further reminder in the event of failure to respond. Failure to pay despite these reminders will result in a final request with a final payment date, beyond which membership will be cancelled

## **12 The Council**

- 12.1 The following persons shall be members of the Council:
- 12.1.1 the President who shall also act as Chair of Council meetings;
- 12.1.2 the Vice- Presidents of:
- the Education and Research Division;
  - the Training Division;
  - the Clinical Standards Division;
  - the Corporate and Financial Affairs Division;
- 12.1.3 the President Elect (if there is one);
- 12.1.4 the Vice-Presidents Elect (should there be any);
- 12.1.5 the Secretary;

- 12.1.6 the Secretary Elect (if there is one);
- 12.2 Six Ordinary Members shall be elected by the Members and hold office for up to four years. In addition to Council duties, these Ordinary Members will assist the Officers and Vice-Presidents in the administration of the Society's affairs and be co-opted onto relevant Committees and Working Groups. At the end of their term of office they will retire at the annual general meeting and will not be eligible for nomination in any election process to a position on Council, excepting as an officer, for one year. Of the six Ordinary Members:
- 12.2.1 at least two shall be based in District General Hospitals; and
- 12.2.2 one shall be a Member having responsibilities for advising on the particular career issues relating to women working in cardiovascular medicine.
- 12.3 Four persons (called Nominated Council members) each of whom shall be nominated by and be elected officers of, one of the following organisations:
- The Society for Cardiothoracic Surgery;
  - The Irish Cardiac Society;
  - The Welsh Cardiac Group; and
  - The Scottish Cardiac Society.
- Nominated Council Members shall serve for their term of office with the nominating organisation.
- 12.4 For so long as such committees exist, the chairman or similar chief officer of the following two committees of the Royal College of Physicians of London, or its successor body;
- 12.4.1 The Specialist Advisory (Training) Committee for Cardiology; and
- 12.4.2 Joint Specialty Committee for Cardiology;
- 12.5 For so long as the British Heart Foundation exists, its medical director or equivalent office holder;
- 12.6 For so long as "*Heart*" exists as the journal of the Society, the editor of *Heart*, or the editor of a replacement journal of the Society, if any; and



- 12.7 The chairman, president or similar chief officer of each of the Affiliated Groups, for so long as they are the chief office holder of such Affiliate.

### **13 Scientific Conference**

- 13.1 A Scientific Conference ("SC") shall be held each year.
- 13.2 Non Members may attend and they may take part in discussions and make presentations.
- 13.3 The Programme Committee shall be responsible for the organisation, management and running of the SC.
- 13.4 There shall be a fee for attendance at and for participation in the SC by the giving of research papers etc. which shall be set by the Trustees.
- 13.5 All Members, Affiliated Groups and invitees may make written proposals to the Programme Committee, in accordance with a format and in the time periods set by the Programme Committee each year, as to training or continuing professional development sessions, original research papers, educational communications or scientific reviews that they may wish to present at the SC.
- 13.6 The Programme Committee shall develop guidelines and criteria for the standard of research papers and content of the SC each year and shall in its sole discretion decide whether proposals submitted reach the criteria or standards required and may accept or reject any research paper at its discretion.
- 13.7 Presentations made at the SC shall be spoken and not read, and all speakers shall adhere to the timetable and agenda of the SC.

### **14 The Trustees**

- 14.1 The Trustees shall consist of:
- 14.1.1 Elected Officers, who are:
- 14.1.1.1 the President, who shall hold office for three years;
- 14.1.1.2 the President Elect (should there be one), who shall hold office for a year;
- 14.1.1.3 the Secretary, who shall hold office for three years;
- 14.1.1.4 the Secretary Elect (should there be one), who shall hold office for a year;

14.1.1.5 four Vice-Presidents who shall each hold office for three years and each be responsible for the direction of Divisions of the Society as follows:

- The Education and Research Division;
- The Training Division;
- The Clinical Standards Division; and
- The Corporate and Financial Affairs Division

14.1.1.6 the Vice-Presidents Elect (should there be any), who shall hold office for a year.

14.1.1.7 Additional persons who may be co-opted by the Trustees. In exercising their power of co-option the Trustees shall have regard to the desirability of appointing persons such as accountants, lawyers, fund raisers or investment experts or persons with other professional or business expertise and which will be of benefit to the Society.

## **15 President Elect and Secretary Elect**

A President Elect and a Secretary Elect will be elected one year before the end of office of the President and the Secretary respectively and each of them will attend meetings of the Board and Executive Committee and any other meetings which they are directed to attend by the Trustees.

## **16 Appointment of Trustees, and Elected Members of Council and Committees**

Vacancies arising among the elected Trustees and other positions open to election shall be filled as follows:

16.1 The Secretary shall, at least 14 weeks before the general meeting at which the vacancies will arise, notify all Ordinary Members of any vacancies arising on the Board, Council or the Committees due to retirement or otherwise, indicate which Trustees or Ordinary Members who are retiring are eligible for re-election and invite all Ordinary Members to make nominations ("nomination invitation");

16.2 The nomination invitation shall state the date by which nominations must be submitted to the Secretary at the Office, which shall be no later than four weeks after the nomination invitations were received by the Ordinary Members;

16.3 Nominations shall:

- 16.3.1 be made in writing and be in such form as may be prescribed by the Trustees from time to time;
- 16.3.2 be for any vacancies arising;
- 16.3.3 be proposed by an Ordinary Member and seconded by a different Ordinary Member and supported by a personal written statement by the nominee, including a written indication of intention to stand for election as a Trustee where applicable; and
- 16.3.4 reach the Secretary at the Office by no later than four weeks after the nomination invitations were received, on or before the date indicated in the nomination invitations.
- 16.4 In the event that the number of Ordinary Members nominated for election to a particular position on the Board, the Council or the Committees (as the case may be) is more than one, a ballot shall be held as follows:
  - 16.4.1 the Secretary shall, within three weeks after the expiry of the date nominations were to have been received by the Secretary, send to all Ordinary Members at their last notified address, a notice of ballot, together with a list of nominees for each vacancy for which there is competition together with the personal statement of each nominee and a ballot paper or access to an online ballot paper containing the names of each nominee and the position on the Board, the Council or the Committees for which the nominees have been nominated ("ballot paper");
  - 16.4.2 the notice shall include a date for the return of the ballot papers or completion of online ballot papers, such date being at least three weeks after the ballot papers are deemed to have been received by the Ordinary Members;
  - 16.4.3 every Ordinary Member shall have one vote for each vacancy to be filled;
  - 16.4.4 the Secretary shall count the votes and the nominee with the most votes of the total number cast for that position on the Board shall win the ballot. The Secretary's decision as to the winner shall be final and no appeal may be entered;
  - 16.4.5 in the event of an equality of votes for any one vacancy, the President shall have a second or casting vote; and

- 16.4.6 those nominees winning the vote together with those single nominees for which there was no vote, shall be appointed to the Board or Council or the Committees by the Trustees.
- 16.5 Subject to the provisions of this Rule 16, if the position of a Trustee becomes vacant during the year for any reason, the Trustees may call for nominations and arrange a Ballot to elect a replacement Trustee at any time of the year.
- 16.6 New Trustees will take office and the retiring Trustees shall cease to hold office with effect from the end of the general meeting at which they are elected or retire (as the case may be) save that:
- 16.6.1 if the office of President or Vice-President or Secretary shall become vacant for any reason during a year in which there is a President Elect, Vice President or a Secretary Elect, then the position shall be filled immediately by the person holding the relevant Elect position who will serve as President, Vice-President or Secretary up to the next general meeting in addition to the full 3 year term of office subsequent to that; and
- 16.6.2 if the office of President or Vice-President or Secretary shall become vacant for any reason during a year in which there is no President Elect, Vice-President Elect or Secretary Elect, then the Trustees will determine which of the current Officers shall assume the position of President, Vice-President or Secretary as the case may be pending the holding of an election; the duration of office of the acting President, Vice-President or Secretary in these circumstances will be determined by the Trustees but will include the period up to the general meeting when the newly elected President, Vice-President or Secretary assumes office;
- 16.7 The accidental omission to issue a ballot paper to any Ordinary Member entitled to vote shall not invalidate the Ballot or the election of the nominee to a place on the Board; and
- 16.8 Neither the Secretary nor the Secretary Elect shall, whilst they hold those offices, be eligible to be appointed as President or Vice-President except in the circumstances in Rule 16.6.

## **17 Membership Handbook**

Details of a Member's address, contact numbers, occupation, employer, specialty(ies) and sub-specialty(ies), and medico-legal expertise will be solicited and stored electronically by the Society. Some of these details will be published by the

Society in its Membership Book (electronic or printed version). Members will be asked to specify personal details, held by the Society, that should not be published.

## **18 Publicity/Media**

No reporters, newspaper media or other media representatives shall be permitted to be present at general meetings of the Society, and no report of proceedings at the general meetings shall be published save with the consent of the Trustees.

## **19 Committees of the British Cardiovascular Society**

The President, President Elect, Vice-Presidents, Vice-Presidents Elect, Honorary Secretary and Secretary Elect are ex officio members of all committees.

## **20 Rules for BCS Committees and Working Groups**

### 20.1 Establishment

20.1.1 The Trustees may establish a committee in response to a clearly defined and potentially long-term requirement for discussion and action within an area of interest to the Society.

20.1.2 The President, in agreement with the Trustees, may establish a working group in response to a perceived short-term issue requiring a Trustee report. Continuation of the working group beyond 12 months requires endorsement by the Trustees.

### 20.2 Duration of office

20.2.1 The continuing requirement for a committee shall be reviewed annually by the Trustees.

20.2.2 The duration of a working group and the number of meetings to be held shall be decided by the Trustees.

### 20.3 Chairman and membership

20.3.1 Subject to Rule 20.4.3, the Trustees shall appoint the chairmen of committees not open to election by the Ordinary Membership. The Officers, having considered nominations of the Trustees and the chair of each committee shall determine the membership of a committee as well as determining the number of

positions on each committee that will be open for election by the Ordinary Members.

20.3.2 Chairmanship and membership of committees and working groups are restricted to Ordinary Members of the Society. In exceptional circumstances non-members may, with the approval of the Officers, be co-opted to serve on a committee or working group.

20.3.3 Committees and working groups should include a maximum of ten members, including the chairman. In exceptional cases the Officers may endorse the appointment of additional members.

#### 20.4 Terms of office

20.4.1 The chairman of a committee will normally serve for a term of four years. Members will normally serve for three years. The secretary who will be appointed by the members of the committee may serve for an additional year if deemed appropriate by the Trustees.

20.4.2 The chairman and members of a working group will normally serve for the term of the group.

20.4.3 The Trustees may in their absolute discretion disband a committee or working group or remove its members (including the chair) and replace them with other persons.

20.4.4 An elected chairman of a committee may, at the discretion of the Trustees, have their period of office extended for up to a year.

20.4.5 Members of committees will not be eligible for re-election to that committee for a period of two years following the end of their term of service.

#### 20.5 Meetings

20.5.1 Committees will normally meet twice a year. The chairman may convene extraordinary meetings with the approval of the Vice-President of the Corporate and Financial Affairs Division.

20.5.2 One of the two meetings of the committee will normally take place during the annual conference of the Society. The second will normally take place at the Society's offices but an alternative venue, if more convenient to the committee

members, may be used at the discretion of the chairman and with the agreement of the Chief Executive Officer.

- 20.5.3 Arrangements for working group meetings will normally be decided by the chairman in consultation with the Vice-President of the Corporate and Financial Affairs Division.
- 20.6 Financial decisions
  - 20.6.1 No financial arrangements with any organisation may be enacted without the approval of the Trustees.
- 20.7 Minutes and reports
  - 20.7.1 Chairmen of committees will be responsible for ensuring that minutes of every meeting are recorded and submitted to the Officers and for providing an annual report for Trustees.
  - 20.7.2 Chairmen of working groups will be responsible for informing the Officers on the progress of their project and for the preparation of the Trustees' report.
- 20.8 Administrative support
  - 20.8.1 Facilities for meetings at the Society's offices or during the annual conference will be arranged by the Chief Executive Officer of the Society in consultation with the chairman of the committee or working group.
  - 20.8.2 The Society will provide secretarial services for the typing of minutes, correspondence and reports, when requested.
- 20.9 Expenses
  - 20.9.1 The Society will reimburse travelling and subsistence expenses from within the United Kingdom for members of committees and working groups for meetings not held at the time of the annual conference. Members meeting at the annual conference will be expected to meet their own expenses.
  - 20.9.2 Committee and working group members should use public transport and utilise special rates by advanced booking whenever possible. Rates of reimbursement will be:
    - (a) first-class rail travel;

(b) economy-class air travel; and

(c) private car at the current NHS rate.

20.9.3 Subsistence expenses will be reimbursed at reasonable current rates. Where possible, members are to request the administrative staff to book hotel accommodation in advance. No other costs will be reimbursed without the approval of the Vice-President of the Corporate and Financial Affairs Division.

20.9.4 Details of travelling and subsistence expenses must be submitted, together with receipts, to the Chief Executive Officer on the Society's official claim form. Claims for such expenses, with details of the meeting attended, must be made within three months.